**Steps to Calculate Resources Needed for CRF Data Entry**

1. **Data Entry Time Per Participant Per Year**
   - Number of visits each participant has over a year?
   - Average number of CRF pages that need to be completed per visit
   - Time required to complete one CRF page (in minutes)

2. **Number of Participants Recruited Per Year**

3. **Total Data Entry Time Per Year**
   - Convert data entry time to hours
   - Number of full-time hours worked in a year = 1976

**Example:**

5 visits per participant \( \times 10 \) CRF pages per visit \( \times 3 \) minutes per CRF page = 150 mins/participant/year = A

Plan to enrol 100 participants in a year = B

100 \( \times \) 150 = 15000 mins of data entry = 250 hours = C

\( \frac{250}{1976} = 0.14 \) FTE

**Note:**
This study requires half a day a week to complete data entry alone. This estimate does not include double data entry (DDE) that is sometimes employed for all or a lower percentage of CRFs to identify and resolve keystroke errors that may occur. If every CRF is entered twice, the time required for data entry should be doubled.

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